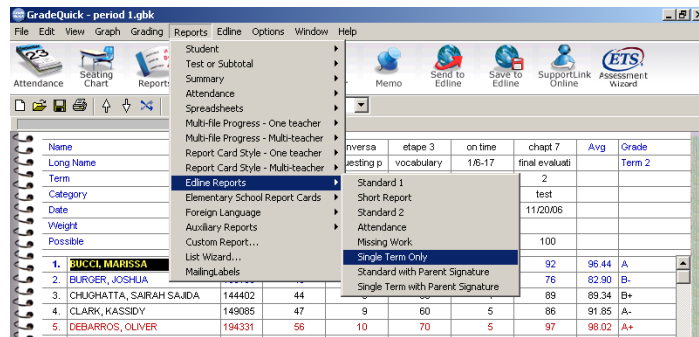


Post GradeQuick Reports to Edline

GradeQuick can create reports that can be posted to Edline. There are several different formats depending on desired layout and information to be posted. Depending on the report that you choose, you may want to customize the information that is presented and/or omit some items.

1. Open your GradeQuick class file to post a report for on your Edline class page

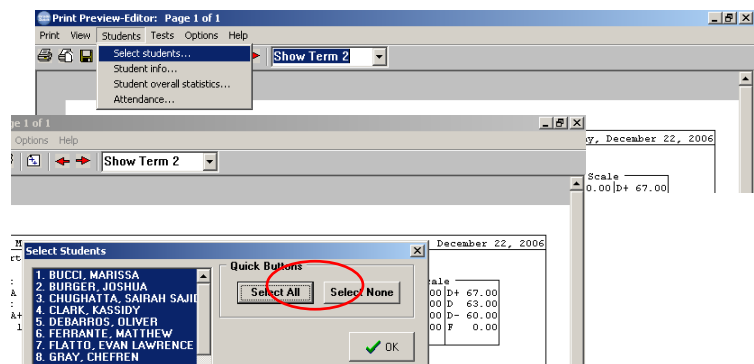
2. Select **REPORTS**,
EDLINE REPORTS,
Choose the desired report
(ex. Single Term1 for year-long classes)



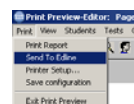
3. Select the **TERM** you want to post (Term 1 for MP 1, Term 2 for MP 2, etc.)



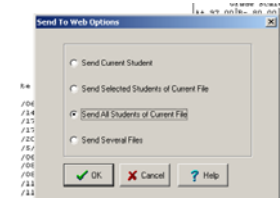
4. See "Customize Edline Report" to modify your reports
5. Select **STUDENTS > SELECT STUDENTS > SELECT ALL > OK**



6. Select **PRINT > SEND TO EDLINE**

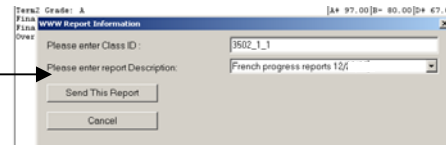


7. Select **SEND ALL STUDENTS OF CURRENT FILE > OK**



8. Keep the **CLASS ID** as it is listed in the box

9. Type in the name and date of the report (ex- French progress reports 12/2) in the **REPORT DESCRIPTION** box



**Note: You should always put the class name and date in this box so students, parents and you can identify what it is and when it was posted.*

10. Select **SEND THIS REPORT**

***Note: If you've previously uploaded a progress report for the class, a drop down box with the folder names from the past should be available. You have a choice of overwriting or renaming your report folder. You'll need to rename to change the date of the folder to the date you are posting.*

11. You should see the term *processing reports* appear on your screen. When the term *Upload Reports* appears on your screen, select **OK**
12. Edline will log you off and the Edline home site should open on your screen. You may close it up if you are done.

View Posted Reports

1. Log back in to Edline and select the class you just sent the progress report for.
2. In the Contents section (on the right side of page), select your progress reports folder
3. You should see a list appear with all the student names for that class and Click to open to verify the information and layout
4. Select **DONE**

Delete a report posted on Edline:

1. Go to that class page in Edline
2. In the Contents section (on the right side of your page), select **EDIT**
3. Check the reports you want to delete
4. Scroll down to the bottom of the screen and select **DELETE > OK > DONE**